



NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION
Tuesday, July 19, 2022 - 4:45pm
City Hall Council Chambers, 310 Elm Street West
AGENDA

1. **Call to Order**
 - A. Pledge of Allegiance
2. **Adoption of Agenda**
3. **Approve Minutes**
 - A. June 21, 2022, Parks & Recreation Meeting
4. **Introductions, Presentations, and Public Comment**
(Citizens may address the Economic Development Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Economic Development Commission will take no official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting.)
5. **Old Business/Updates**
 - A. Legion Park Playground Replacement Update
 - B. Old Town Update
 - C. Bench Program Options
 - D. Community Survey - Outlot A & Barnes Lake Nature Trail – sending out July newsletter
6. **New Business**
 - A. All-Park Assessment Project
 - B. Dog Park
 - C. 2023 Budget Items
7. **Commission Updates**
8. **Upcoming Meeting - Next P&R meeting - 4:45pm, August 16, 2022**
9. **Adjournment**

Upcoming City Meetings/Events:

July 21, 2022	Senior Advisory Meeting	9:00 AM
July 25, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
August 2, 2022	Planning Commission Meeting	6:00 PM
August 5, 2022	NYA Food Distribution	2:00 – 3:30 PM
August 8, 2022	City Council Meeting	6:00 PM
August 9, 2022	Primary Election	7:00 AM to 8:00 PM City Council Chambers
August 10, 2022	Economic Development Commission Meeting	6:00 PM

August 16, 2022	Park and Recreation Commission Meeting	4:45 PM
August 18, 2022	Senior Advisory Meeting	9:00 AM
August 22, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
August 25-28, 2022	Stiftungsfest!	Please see the website for schedule

2022 Goals:

- **Willkommen Memorial Park Old Town**
 - Budgeted to date: \$300,000
 - Hire a consulting company to create a SOW. Create a construction plan, complete project
- **Replaster Community Pool ****DONE******
 - Budgeted \$71,000 for 2022
- **Trail & Sidewalk Maintenance ****IN PROGRESS******
 - Budgeted \$15,000 for 2022
- **Replace Playground Equipment at NYA Legion Park**
 - Budgeted \$35,000 for 2022
- **Arbor Day Tree Planting ****DONE******
 - Budgeted \$2,000 for 2022

NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, June 21, 2022 - 4:45pm

City Hall Council Chambers, 310 Elm Street West

Minutes

Members present: Charlie Storms, Dan Stender, Bryan Rehnelt, Bill Grundahl, Karla Hormann, Sharilyn Feltmann, Jim Zellmann

Members absent: Advisor Kelly Vossen,

Staff present: Economic Dev Director Karen Hallquist

Others: Elroy Latzig, Terry Zellmann, Brandon Stender, Doug Stender, Darrin Fox, Vic Perlbachs

1. Call to Order

Storms called the meeting to order at 4:48pm.

A. Pledge of Allegiance - all those present stood for the Pledge of Allegiance

2. Adoption of Agenda

Motion: KH/DS to approve the agenda with the addition of H. Backstops at Norwood Sports Complex SB Fields.

Motion passed 7-0.

3. Approve Minutes

A. May 17, 2022, Parks & Recreation Meeting

Motion: BR/BG to approve. Motion passed 7-0.

4. Introductions, Presentations, and Public Comment - None

5. Old Business/Updates

A. Legion Park Playground Replacement Update

Hallquist shared that Flagstaff will be installing the equipment July 5-8. City staff will be demolishing the old equipment as there are no auction companies interested in the used equipment. City council approved purchasing playground certified mulch from Midwest Groundcover following the installation.

B. Faxon Road Tree Planting

Hallquist shared potential locations for nine trees to be planted along Faxon Rd for the 2023 Arbor Day celebration. Staff will visit Kahnke Bros in Plato to reserve trees.

C. Old Town Update

Perlbachs was in attendance to share updated schematic design plans. He confirmed the project is currently within budget and fine-tuning will come at the development design stage. Current design has some existing equipment along with some proposed equipment. Second floor storage and heating ideas continue to be discussed. Few particulars noted were the light tower will not be removed during construction, the bell will need to be removed and reinstalled, and a second exit is necessary on the main floor. Feltmann requested removeable flower boxes to be included in design. Next steps are to present the schematic design to Council at the July 11, 2022, meeting for approval and then continue the contract to continue with overall design.

Motion: SF/KH to recommend approval of the schematic design to the City Council. Motion passed 7-0.

D. Bench Program Options

Hallquist shared that there are thirteen benches around the community that need maintenance on the legs. Tangent Materials quoted \$146 per bench leg replacement. Storms asked about powder coating the legs after purchase. Feltmann asked about a clear ploy finish. Storms will talk with Randy Clay about best practice.

E. West Carver Community Pool Update

Hallquist reported on three maintenance requests which the MN Dept of Health noted with their recent inspection of the pool - floor chipping concerns, the need for self-latching doors, and need for increasing the size of the mechanical room to increase air flow.

F. Trail Maintenance Update

Hallquist reported that City Administrator Aukrust is working with City Planner Johnson on clarifying City Code language on city sidewalk maintenance. A GIS aerial map was provided which identifies the conditions of all city sidewalks and trails.

G. Community Survey - Outlot A & Barnes Lake Nature Trail

A copy of the community survey was provided to commissioners. A hard copy of the survey will be provided in the June city newsletter along with a link to an online survey for those who would prefer that method of reporting.

H. Backstops @ Norwood Sports Complex SB fields

Darrin Fox, Varsity Coach for the Central Raiders Softball Program, was present to share information and a request for financial support for both additional fencing for down both JV and Varsity foul lines (\$21,665) and information on a new backstop (thick plastic clamped to fence \$2,818) for the Varsity field. He shared that three new batting cages were installed and turf will be completed this fall. Grundahl thanked the booster club for their continued contributions to the field. There is currently no money budgeted for additional P & R projects for 2022.

6. New Business

7. Commission Updates

8. Upcoming Meetings - Next P&R meeting - 4:45pm, July 19, 2022

9. Adjournment

Motion: BG/DS to adjourn at 5:53pm. Motion passed 7-0.

Submitted by:

Karen Hallquist, Economic Development Director



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: July 19, 2022

SUBJECT: Legion Park Playground Replacement Update

Flagship Recreation delayed the installation of the playground to start July 19th as they are backed up with installs. City staff has removed the old equipment and prepared the site for installation. Randy Clay will be coordinating the playground mulch delivery.

Discussion Only.



TO: Parks & Recreation Commission
FROM: Karen Hallquist, Economic Development & Marketing Director
DATE: July 19, 2022
RE: Old Town Update

The City Council approved the schematic design of Old Town at the July 11, 2022, meeting. They also approved the next phase of the contract which includes final design plans and creating a bid packet. Timeline goal for the bid packet is end of September.

Design updates will be shared as the process continues.

Discussion Only.



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: July 19, 2022

SUBJECT: Park Bench Program

As discussed at the June meeting, Tangent Materials quoted new legs for the Park Avenue Series benches at \$146 each. Thirteen benches within the community are needing either replacement or repair of bench legs. This would be a total of \$3796 plus shipping. Currently no monies budgeted for bench maintenance.

In the last two years, there have been about five benches ordered per year. Staff is working on a spreadsheet to show name of bench, age of bench, location, and current condition. It would be the goal of staff to order replacement legs for current benches at which time new benches are ordered to save on shipping costs. These numbers will be figured into the budget.

Discussion Only.



TO: Parks & Recreation Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: July 19, 2022

SUBJECT: All-Park Assessment Project

In preparation for future park/playground projects, staff is recommending the Parks & Rec Commission to create an All-Park Assessment Project. This project will take some time to research:

- Pictures of all amenities at each park
 - Playgrounds
 - Bathrooms
 - Shelters
 - Basketball courts
 - Fields
 - Picnic Shelters/tables
 - Fountains
 - Etc.
- Age of all amenities
- Grounds assessments/field conditions/mulch

Once the amenities have been logged, each park will be assessed by the Parks & Rec Commission to identify improvement needs and wants.

List of Parks:

1. Casper Park
2. Friendship Park
3. Kehrer Park
4. NYA Legion Park
 - a. West Carver Community Pool
5. Prairie Dawn Park
6. Skate Park
7. South Park
8. NYA Sports Complex
 - a. Zellmann Field
 - b. Softball Fields
 - c. Playground
 - d. Lions Shelter
9. Willkommen Memorial Park
 - a. Baseball Field
 - b. Playground
 - c. Pavilion
 - d. Gazebo
 - e. Grandstand
10. Veteran's Park

Discussion Only.



more than a place, it's home.

TO: Parks & Recreation Commission
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: July 19, 2022
SUBJECT: Dog Park Discussion

Attached are "Off Leash Dog Parks" risk management guidelines from the League of MN Cities.

In preparation for a dog park, despite location, commissioners are asked to review the attached Dog Park Rules that were proposed to the Parks & Rec Commission in 2017. In addition, there are "Other considerations" listed to review.

Approximate costs for chain-link fencing costs between \$5 and \$20 per foot for materials and \$10 to \$20 per linear foot for installation. It is the most common dog run material. Approximate sizes are shown on below map.

Acreage	Linear feet	Total cost installed
¼ - red	417	\$3,700 - \$12,500
½ - orange	590	\$5,300 - \$17,700
1 - blue	835	\$7,500 - \$25,000





Risk Management Considerations for Off-Leash Dog Parks

Many municipalities have been approached by groups in the community to establish off-leash or leash-free parks within public areas. While these parks may provide exercise and socialization opportunities for Fido, they expose municipalities to considerable risk.

Risk Management Considerations

Although your municipality would be able to rely on any dog owners legislation applicable in your province that requires dog owners to maintain control of their animals at all times (such as the *Dog Owners Liability Act* in Ontario), there is a potential for liability because you are the occupier permitting the existence of the leash-free zone. It is foreseeable that injuries could occur in the off-leash parks.

For example, you might see:

- A child or adult being attacked by an unleashed dog.
- A conflict between two or more unleashed dogs.
- An injury to a dog owner trying to protect their dog from another.

Due to the likelihood of these incidents and the lack of viable risk controls to serve in the municipality's defence, some percentage of fault would likely be attached to the municipality permitting off-leash zones.

The municipality has a duty of care to implement controls that mitigate risk.

Rules should be posted on municipal websites and signs at and around the park. Signs should use simple language and should note fines for not following park rules:

- All visitors use the park at their own risk.
- State the hours of the park.
- Warn users and others that it is an off-leash park.
- Advise that children should be supervised at all times.
- Puppies under four months old and aggressive dogs should not use the park.
- No food or glass containers are allowed.
- Owners must clean up after their dog and properly dispose of waste.

- Remind dog owners of their responsibility to keep their animal under control at all times.
- Choke collars or collars with spikes are not allowed.
- If a dog digs a hole, the owner is responsible for filling it prior to their departure.
- Limit the number of dogs per person to two.
- Professional dog walkers cannot enter the park with more than two dogs.

The park should be physically separate from the general public. It shouldn't be located around playgrounds, sports fields, public pathways or schools.

The municipality must conduct inspections to monitor the use of the off-leash dog park.

Remove or repair hazards as soon as they are reported.

Ensure that there are waste receptacles placed around the park.

Instruct owners that their pets must be licensed and have up to date vaccinations, including rabies.

Consider working with a dog group in the community. Members are likely to be regular visitors to the off-leash dog park and will have a vested interest in its upkeep. Ask them to be vigilant in reporting misbehaviour, aggression or irresponsibility on behalf of dogs and/or their owners.

Thoroughly inspect the park on a regular basis. There have been several cases recently where poison has been left around the park and dogs have ingested toxic material. In one instance antifreeze was injected into cupcakes. They were left by trees for dogs to find and eat. This reinforces why a "no food" rule is important. It allows out of the ordinary objects to be located quickly.



RISK MANAGEMENT INFORMATION
OFF LEASH DOG PARKS
WHO LET THE DOGS OUT?

Definition

The term “dog park” is generally used where the purpose and design of the park is such as to invite dogs, often in an unleashed environment. Some dog parks require membership or charge fees; others are free and open to the public. In general, private parks tend to be those that require fees to assist in the costs of operating the park.

Why have Dog Parks?

Dogs are popular and people want a safe place to socialize and exercise their dogs. Off-leash parks offer substantial benefits as a way for dog and owner to get exercise and meet new friends. Dog parks are relatively inexpensive to maintain, have no significant history of claims, and have generally been thought to be successful where they have been created.

Features

Dog parks vary in size and amenities, but the following represent some things to consider.

Barriers

Consideration should be given to manmade or natural barriers to encourage the dogs to stay within the designated area. Small areas in busy neighborhoods may necessitate a fence around the park with a gated access. Larger areas may allow for natural buffer zones. Nearby property owners and traffic should be considered to determine what level of barrier might be necessary.

Rules

Rules should be posted at the entrance to the dog park. Indicate the purpose of the park, the hours of operation, and a phone number to report problems and emergencies. General rules include:

- Picking up feces.
- Keeping control of aggressive dogs.
- Leash requirements, if any.

Off-leash parks should emphasize that dogs kept on leashes within the off-leash boundary will cause tension and should be avoided. Cities should require that dogs be licensed and vaccinated to be allowed in the dog park. Children should be supervised while in the dog park because playing dogs can run into children and running children may trigger the dog’s instinct to chase prey. Any special information about the use of the dog park should be displayed at the entrance.

This material is provided as general information and is not a substitute for legal advice.
Consult your attorney for advice concerning specific situations.

Trash Containers

It may take some time to cultivate good habits, particularly for picking up feces. By providing containers and even bags, if possible, compliance will improve. Dog owners must be reminded that good stewardship will ensure the continued availability of the facility.

Parking

Adequate parking will be necessary to prevent clogging streets or the parking lots of others with dog park patrons. Some cities have found that use of the park greatly exceeded their original estimates; extra parking had to be added. The location of parking should minimize any detours from the most direct route into the park. In general it is a good idea to require the use of a leash in parking areas until entering the off-leash area. Parking leading to a gated entrance provides an opportunity for placing advisory signs that are hard to miss.

Water Source

Dogs drink plenty of water during play, and some dogs enjoy swimming. Therefore natural ponds or streams may be desirable. On the other hand, if there is mud around, a dog will find it. Some owners prefer to avoid this problem. Owners should be encouraged to bring plenty of water with them if none exists at the park.

Design

Some parks are specifically designed for smaller dogs. Larger dogs do not usually attack small dogs, but small dogs may be injured engaging in play with much larger dogs. In most cases, dogs properly supervised will socialize easily in the neutral turf of an off leash exercise area.

Maintenance

Primary maintenance issues include trash removal, snow removal, grass cutting, and wear and tear to walkways. Parks with enough area can fence off portions to allow for vegetation to reestablish itself in over-worn areas. Wood mulch may be applied to walkways to reduce erosion and improve traction.

Other Items

Some parks have bulletin boards to provide feedback on park use and to report problems. Many parks also have picnic tables, benches, and park shelters for shade and protection from the elements.

Conclusion

Off leash areas, or dog parks, provide great benefits to dog owners. Current statistics indicate almost one in four people own a dog. Dogs and their owners are happiest and healthiest when they have opportunities for exercise and meeting others. Dog parks have not proven to be a significant liability risk or source of complaints by the public.

Learn More

Following are some web sites where you can find dog parks or information about dog parks:

<http://animal.discovery.com/features/dogpark/map/states/MN.html>

<http://www.ecoanimal.com/dogfun/>

<http://www.dogplay.com/Activities/dogpark.html>

http://www.thebark.com/community/advocacy_dogParks/dogParks.html

City of Norwood Young America Dog Park Rules

- Prior to utilizing Park, dogs must be properly licensed by the City of NYA.
- Prior to utilizing Parks, dogs must be current on vaccinations, including Rabies, Parvo, and Bordetella.
- No puppies are allowed unless fully vaccinated and are least four (4) months old.
- Dogs must be spayed/neutered; female dogs in heat are not allowed in the park.
- Users of the dog park are limited to a maximum of three (3) dogs.
- Children under the age of 16 are not allowed in the park without a supervising adult; very young children are not recommended to be inside the park. No children strollers allowed.
- Dogs must be under control by a responsible handler at all times.
- Hours of the dog park are sunrise to sunset.
- Owners must clean up and dispose of dog feces in a sanitary manner.
- Owners must carry one (1) leash per dog at all times.
- Dogs must be leashed prior to entering and upon exiting the Dog Park.
- No dog toys or treats are allowed in the park.
- No food (human or dog), strollers, wagons, glass bottles, bicycles, chairs, skateboards, or scooters, or other motorized vehicles are permitted.
- Children must be closely supervised by adults and be instructed about proper behavior around dogs.
- Owners shall supply their own water.
- Owners are liable for damage or injury inflicted by their dogs. Owner waives liability to the City of NYA for any injury or damage caused by their dog(s).
- Owners must remain in the area with their dog(s) at all times.
- The City reserves the right to ask and Owner and their dog(s) to leave the park if the dog(s) exhibit: aggressive behavior; dogs that have been declared dangerous or potentially dangerous in any community or that have a history of aggressive behavior; any dogs that exhibit aggressive behaviors must be removed immediately by the owner; or biting, fighting, or excessive barking.
- Professional dog trainers are not allowed to use the facility to conduct business.
- The small dog area is limited to dogs not taller than 13" at the shoulder and that weigh no more than 25 pounds.
- The dog park is solely for dogs, their owners and those accompanying them. No other animals are allowed.
- Owners are responsible to fill in any holes their dog has dug.
- The City of NYA has the authority to close the site or portions of the site at its discretion.
- The Dog Park is a tobacco, drugs, and alcohol free park.

The City requires that in addition to the rules above, all other park ordinances must be followed. Contact City of NYA at 952-467-1800 or info@cityofnYA.com with any questions or concerns. The City of NYA is not responsible for any damages, injuries, or lost items.

Other considerations:

- Will there be a fee to use the park for residents (fee needs to be added to the City's fee schedule)
- What will the cost of the membership/pass be for non-resident visitors (fee needs to be added to the City's fee schedule)
- Will garbage containers be provided
- Will there be a porta potty on site



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: July 19, 2022

SUBJECT: 2023 Budget Items

The following topics have been brought up in 2022 has potential budgetary items for 2023 and beyond:

- Old Town
- West Carver Community Pool
 - The floor in the pool house is chipping.
 - The doors leading to the pool house and pool area are not self-latching.
 - The mechanical room needs to be larger to help with air compression concerns.
- Bench legs
- Faxon Rd trees (Arbor Day)
- Dog park
- Backstops at NYA SB fields
- Fencing at NYA SB fields
- Fencing at Willkommen Memorial Park Field (in long-range plan)
- Concept Plan - Outlot A - Bolton & Menk

Commissioners are to discuss any other potential projects.